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Class Specifications
for the Class:

ECONOMICS RESEARCH PROGRAM MANAGER
(ECONOMICS RESEARCH PROGRAM MGR)

Duties Summary:

Manages a statewide program of economic research or analysis; analyzes, evaluates and interprets economic factors and conditions; oversees and/or conducts economic research studies and other assignments; analyzes and evaluates economic issues; provides information, estimates and recommendations to policy-makers on economic development and economic policies; and performs other related duties as assigned.

Class Distinguishers:

1. Nature and Purpose of Work:

This class involves responsibility at the branch level for the management of a statewide program for economic research and analysis. Such responsibility includes the conduct and oversight of economic studies; development and maintenance of econometric models; and development of forecasts and recommendations on economic issues.

2. Supervisory Controls:

Positions at this level work under the general supervision of the chief of the Research and Economic Analysis Division.

3. Nature and Scope of Recommendations, Commitments and Decisions:

Positions at this level provide authoritative information and make recommendations on major issues and policies.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Manages a statewide economic research or analysis program; analyzes, evaluates and interprets economic factors, conditions, data and results of economic base studies and recommends economic planning or development goals and development programs; oversees and/or conducts economics research studies; prepares reports and recommendations on economic development and policy formulation; and supervises a small staff of economists.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of macro and micro-economics; research and statistical methods, techniques and procedures; economic resource materials and sources; economic growth, trends and policies; and principles and practices of supervision.

Ability to: Manage a statewide program of economic research or analysis; recognize data trends and problems and interpret their significance; speak and write effectively; deal effectively with public and private groups and individuals; and manage a branch-level program.

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This is the first specification for the new class ECONOMICS RESEARCH PROGRAM MANAGER (ECONOMICS RESEARCH PROGRAM MGR).

Effective Date _____

DATE APPROVED: _____
JAMES H. TAKUSHI
Department of Human Resources Development